

PERSONAL DATA SHEET

WARNING: Any misinterpretation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	TABUDLONG		
FIRST NAME	SHEENA EUNICE		NAME EXTENSION (JR., SR)
MIDDLE NAME	BATHAN		
3. DATE OF BIRTH (mm/dd/yyyy)	4/13/1990	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship
4. PLACE OF BIRTH	BAYBAY CITY, LEYTE	If holder of dual citizenship, please indicate the details.	<input type="checkbox"/> by birth <input type="checkbox"/> by naturalization
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		Pls. indicate country:
6. CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	673 A. BONIFACIO ST. House/Block/Lot No. Street BRGY F. MASCARINAS ZONE 12 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
7. HEIGHT (m)	1.52	ZIP CODE	6521
8. WEIGHT (kg)	55		6521
9. BLOOD TYPE	B	18. PERMANENT ADDRESS	673 A. BONIFACIO ST. House/Block/Lot No. Street BRGY F. MASCARINAS ZONE 12 Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
10. GSIS ID NO.	021-129-9186-9	ZIP CODE	6521
11. PAG-IBIG ID NO.	1210-9970-2525		6521
12. PHILHEALTH NO.	13-000104980-2	19. TELEPHONE NO.	(052) 525 0156
13. SSS NO.	N/A	20. MOBILE NO.	09209585002
14. TIN NO.	409-979-457	21. E-MAIL ADDRESS (if any)	sheenatabudlong@vsu.edu.ph/ sheenaenice@gmail.com
15. AGENCY EMPLOYEE NO.	V00751		

II. FAMILY BACKGROUND

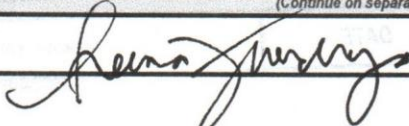
22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	N/A	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	N/A		N/A	N/A
OCCUPATION	N/A		N/A	N/A
EMPLOYER/BUSINESS NAME	N/A		N/A	N/A
BUSINESS ADDRESS	N/A		N/A	N/A
TELEPHONE NO.	N/A		N/A	N/A
24. FATHER'S SURNAME	TABUDLONG		N/A	N/A
FIRST NAME	SATURNINO	NAME EXTENSION (JR., SR)	N/A	N/A
MIDDLE NAME	FERNANDEZ		N/A	N/A
25. MOTHER'S MAIDEN NAME	BATHAN		N/A	N/A
SURNAME	TABUDLONG		N/A	N/A
FIRST NAME	ELSA		N/A	N/A
MIDDLE NAME	DIDAL		N/A	N/A

(Continue on separate sheet if necessary)

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	FRANCISCAN COLLEGE OF UMMACULATE CONCEPTION	PRIMARY EDUCATION	1997	1999	N/A	N/A	N/A
	BAYBAY NORTH CENTRAL SCHOOL	PRIMARY EDUCATION	1999	2003	N/A	2003	1ST HONORABLE MENTION
SECONDARY	FRANCISCAN COLLEGE OF UMMACULATE CONCEPTION	HIGHSCHOOL	2003	2007	N/A	2007	N/A
VOCATIONAL / TRADE COURSE	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COLLEGE	CEBU NORMAL UNIVERSITY	BACHELOR OF SECONDARY EDUCATION MAJOR IN MUSIC, ARTS, PHYSICAL EDUCATION, HEALTH	2007	2011	N/A	2011	N/A
GRADUATE STUDIES	SOUTHWESTERN UNIVERSITY	MASTER OF ARTS IN TEACHING HUMAN KINETICS SPECIALIZING IN DANCE CHOREOGRAPHY AND SPORTS SCIENCE	2012	2016	27	N/A	N/A
	CEBU NORMAL UNIVERSITY	MASTER OF ARTS IN EDUCATION MAJOR IN PHYSICAL EDUCATION	2016	2018	21	2018	CHED K12 TRANSITION PROGRAM

(Continue on separate sheet if necessary)

SIGNATURE		DATE	November 9, 2018
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IV. CIVIL SERVICE ELIGIBILITY

[illegible]

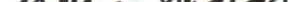
(Continue on separate sheet if necessary)

V. WORK EXPERIENCE

(Include private employment. Start from your recent work) Description of duties should be indicated in the attached Work Experience sheet

[illegible]

(Continue on separate sheet if necessary)

SIGNATURE		DATE	
		7/30/2018	

VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

[illegible]

(Continue on separate sheet if necessary)

VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

VIII. OTHER INFORMATION

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Singing	N/A	Singles for Christ
Dancing		Philippine Folk Dance Society
Photography		Philippine Association for Teachers and Educators
Graphic Designing		

(Continue on separate sheet if necessary)

SIGNATURE	<i>[Signature]</i>	DATE	November 9, 2018
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34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed, a. within the third degree? b. within the fourth degree (for Local Government Unit - Career Employees)?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
35. a. Have you ever been found guilty of any administrative offense? b. Have you been criminally charged before any court?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ Date Filed: _____ Status of Case/s: _____
36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)? b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details: _____
39. Have you acquired the status of an immigrant or permanent resident of another country?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, give details (country): _____
40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items: a. Are you a member of any indigenous group? b. Are you a person with disability? c. Are you a solo parent?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____ <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If YES, please specify ID No: _____

41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)		
NAME	ADDRESS	TEL. NO.
ALELI A. VILLOCINO	Visayas State University	9173040879
WILSON T IBANEZ	Cebu Normal University	9493642717
MA ROSITA A. HERNANI	Cebu Normal University	9322990648


42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal cases against me.



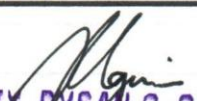
Sheena Eunice B. Tabudlong
SHEENA EUNICE B. TABUDLONG

Government Issued ID (i.e. Passport, GSIS, SSS, PRC, Driver's License, etc.) PLEASE INDICATE ID Number and Date of Issuance
Government Issued ID: PRC
ID/License/Passport No.: 1136419
Date/Place of Issuance: Tacloban City


Signature (Sign inside the box)
11/13/2018
Date Accomplished


Right Thumbmark

SUBSCRIBED AND SWORN to before me this DEC 13 2018, affiant exhibiting his/her validly issued government ID as indicated above.


ATTY. RYSAN C. GUINOCOR
VSU LEGAL OFFICER
Person Administering Oath

WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word Present, e.g., 1998-Present. Work experience should be listed from most recent first.

- Duration: June 18, 2012- present
- Position: Instructor
- Name of Office/Unit: Institute of Human Kinetics
- Immediate Supervisor: Mary Jean M. Sapan
- Name of Agency/Organization and Location: Institute of Human Kinetics, College of Education, Visayas State University
- List of Accomplishments and Contributions (if any)
 - Teaches assigned subjects in service Physical Education, Major Subjects, assist in the management of activities both campus and extension related functions spearheaded by the Institute of Human Kinetics
- Summary of Actual Duties
 - Internal Affair Adviser, University Supreme Student Council , 2015-2016
 - Adviser, VSU MAPEH Club 2012-2015
 - Coach/Trainer, Mister and Miss VSU-SCUAA 2014 -Present
 - Coach/Trainer Mister and Miss PASUC Region 8 2014 - 2017
 - Arnis Tournament Official, Regional SCUAA Games 2017 Document Officer , Visayas State University State College & Universities Athletic Association Region 8 , Present
 - Intermural Coordinator, Present
 - Student Teaching Coordinator, Present


SHEENA EUNICE B. TABUDLONG

(Signature over Printed Name
of Employee/Applicant)

Date: November 9, 2018